

Arizona Instrument to Measure Standards

AIMS

Test Security Agreement

The user (state agency, school district, charter holder and/or school professional staff) acknowledges that AIMS DPA (Dual Purpose Assessment) and High School AIMS are secure tests and agrees to the following conditions of use to ensure the test's security:

1.
 - a) The user will take all necessary precautions to safeguard all test materials by limiting access to persons with the school district or agency with a responsible, professional interest in the test's security.
 - b) The names of all persons having access to the materials will be kept on file by the user.
 - c) All persons having access to the materials (other than students to whom the test is administered) will sign a security affidavit, which will be kept on file.
 - i. School Principals will maintain signed agreements of building staff.
 - ii. District will maintain signed agreements of building administrators.
 - iii. Superintendent/charter holder will sign for district and submit security agreement to ADE.
 - iv. ADE will maintain signed agreements of superintendents/charter holders.
2.
 - a) The user will keep the test materials under lock and key, except on actual testing dates, limiting access to those responsible for their security.
 - b) Secure test materials, including test books and directions, will be delivered to examiners no sooner than the date of testing, unless logistics dictate an earlier delivery date.
 - c) Test materials will be kept secure until they are actually distributed to students.
 - d) In no case will students be permitted to remove test material from the room where testing takes place except under supervision of staff (students completing test).
3.
 - a) The user will not examine the test to determine the content beyond the requirements to administer the test.
 - b) The user will not disclose or allow to be disclosed the content of the test.
4. Upon completion of testing, the user will return all test materials to the designated testing coordinator of the school/district.
5. The user will develop, distribute, and enforce disciplinary procedures for the violation of test security by district or agency staff.
6. The user will follow the guidelines approved by the State Board of Education in January 2003 in the document *Test Preparation and Administration Practices*

By signing my name to this document, I am assuring the Arizona Department of Education that I and anyone having access to the test materials will abide by the above conditions.

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____ DATE: _____

DISTRICT/CHARTER HOLDER CTD#: _____

DISTRICT/CHARTER HOLDER NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

FAX SIGNED DISTRICT/CHARTER HOLDER TEST SECURITY AGREEMENT TO: 602-542-5467